

CLASS SPECIFICATION FOR
Auditor I

GENERAL STATEMENT OF DUTIES: Performs professional auditing and accounting work which may include developing audit trails and reconstruction of all records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class uses professional accounting and auditing knowledge in auditing, developing, reviewing and modifying accounting procedures and departmental systems and policies. This class is responsible for determining compliance of financial systems and program operations of an agency with all applicable guidelines (local, State or federal). This class has considerable latitude for independent action and judgment, and functions under general supervision of the Director of Internal Audit.

EXAMPLES OF WORK (illustrative only):

- Audits County programs, including those federally funded, to determine compliance with applicable guidelines, regulations, ordinances, laws and policies;
- Audits contractors' accounts periodically and prior to close-out to determine completeness and accuracy;
- Audits County agencies' journal entries;
- Reviews accounting procedures and policies and recommends changes and/or modifications to increase efficiency and effectiveness of agency's accounting operation;
- Supervises the reconstruction of all records and develops audit trails to account for the expenditure and/or presence of all funds, property and other agency assets;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles, methods and practices of accounting and auditing; some knowledge of the principles underlying the laws, ordinances and regulations governing the financial operations of the County; knowledge of modern business management practices; some knowledge of data processing; ability to understand complex instructions and narratives, including federal regulations; ability to plan, organize and carry out audits and investigations, to prepare audit reports and to present findings effectively and concisely both orally and in writing; ability to establish and maintain effective working relationships with employees; integrity; good judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in accounting with two (2) years of professional accounting or auditing experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license. Some positions may require CPA designation.